



**Public Health - Professional Advisory Group
General Membership**



Meeting Minutes

Meeting Date: 13 March 2014
Meeting Time: 1300-1400 EDT
Meeting Facilitator: CDR Christye Brown
Minutes Issued By: CDR Leslie Hausman

Voting Members

Rank	First	Last	PHPAG Membership Role	Attendance
CDR	Christye	Brown	Chair	X
CDR	Tiffany	Edmonds	Senior Advisor	X
CDR	Idongesit	Essiet-Gibson	Voting Member	X
CDR	Leslie	Hausman	Executive Secretary	X
CDR	Melanie	Ross	Chair - Elect	Excused
CDR	Matthew	Weinburke	Chair - Awards	Absent
LCDR	Letia	Boseman	Chair - Policy	X
LCDR	Elizabeth	Garza	Chair - Generalist/Global Health	X
LCDR	LaJeana	Howie	Chair - Career Development	X
LCDR	Keisha	Johnson	Chair - Mentoring	X
LCDR	Nisha	Oatman Antoine	Chair - Communications	X
LCDR	Dina	Passman	Chair - EpiC	Excused
LCDR	Andrea	Peay	Chair - Membership	Absent
LCDR	Donna	Philips	Co-Chair - Career Development	Excused
LCDR	Monique	Salter	Co-Chair - Communications	X
LCDR	Paula	Washington	Voting Member	X
LCDR	Margaret	Whittaker-Caulk	Chair - Health Promotion	X
LT	Sara	Azimi-Bolourian	Co-Chair - Awards	X
LT	Christian	Bullock	Co-Chair - Membership	X

Acting Chairs

Rank	First	Last	PHPAG Committee Role	Attendance
LCDR	Jonathan	Kwan	Acting Chair - EpiC	X
LT	Stephanie	Briguglio	Acting Chair - Global Health	Excused

Call to Order

CDR Christye Brown called the meeting to order at 1303 EDT

Roll Call: Voting Members & Committee Chairs/Co-Chairs

CDR Leslie Hausman

Old Business

January Voting Membership meeting minutes approved.

Committee Reports

Awards

LT Sara Azimi-Bolourian reported

1. Five nominations for the PHPAG excellence in leadership award was received.
2. The nominations were sent to the de-identifiers; all de-identified nomination packages are due Monday March 17th.
3. The reviewers will start their work next week and the scores are due to the award chairs on March 31st.
4. Conference call will be convened on April 2nd to select the winner and the winner's information is due to the PHPAG Chair no later than COB April 2nd for confirmation and approval.

Communications

LCDR Nisha Oatman Antoine reported

1. Items have been forwarded to LT Jennifer Pieters (HPHE Track) to include in the brag binder for display at the OBCs
 - Binder will include pictures from events, informational slides on brown bags, EOY 2013 Accomplishments slide presentation, newsletters, brochure and coin announcement
 - Request was made to subcommittee/track chairs to submit one slide for every event that occurs in 2014 so we can continuously update the binder with PHPAG accomplishments. The slide should include the name of the event, date, purpose and highlights from the event and information like number of participants.
 - Request was also made for pictures taken at various events to be submitted throughout the year for use in our newsletters and the binder
2. Coin Update
 - Coin is scheduled to arrive on March 28, 2014
 - The committee is still working on the roll out and marketing of the coin which will include announcements and a webpage with form for ordering coins. The committee welcomes all ideas on marketing the coin.
 - The remaining balance for payment of the coin is \$233.75
3. LCDR Monique Salter is the PHPAG Financial Liaison
 - SOP is being developed for tracking and reporting of coin sales and maintenance of the PHPAG bank account
 - PHPAG account balance is \$156.25
4. LCDR Samantha Fontenelle will serve as back-up listserv administrator to LCDR Peay
5. LCDRs Daniel and Salter are reformatting the PHPAG weekly announcements for April 2014
6. Communications and Finance SOP will be submitted to the Executive Committee for review and approval by the end of March 2014

Career Development

LCDR LaJeana Howie reported

1. The committee had its first meeting on February 25th. Seven officers attended the meeting. Activities for the year were discussed and leads for each of the activities have been selected. We should have exact dates for each of the planned activities by the next meeting.
 - Two brownbags during the summer (1) How to Discuss Commissioned Officers Duties with non-Corp Supervisors and (2) Details.

- One webinar on promotions in the fall
 - Coaching on Demand activity in the fall,
 - Develop a Resource Guide on where to obtain CEU's.
2. Monthly meetings will take place on 4th Tuesday of the month at 1pm.
 3. The next meeting is March 25.

Membership

LT Christian Bullock reported

1. Membership Committee is creating an SOP committee. This effort is being led by LCDR Peay, with assistance from LT Bullock.
2. Since the last meeting, the Membership Committee has finalized the 2013 PHPAG Survey results. The report and survey are attached.

Mentoring

LCDR Keisha Johnson (Chair) and LT Tanya Grandison (Co-Chair) report

1. Chair will contact the current HSO mentoring committee chair (CDR Raquel Peat) and participate in quarterly meetings.
2. Committee will discuss results of 2013 survey to identify areas of improvement.
3. Exploring possibility of creating an OBC welcome letter for new officers, including information on Peer-to-Peer Networking program and a one-page marketing flyer.
4. Update the HSO website and Mentoring brochure with Chair information.
5. "Peer to Peer "networking message is posted every 3 months on the HSO and JOAG list serve
6. Committee representative is present on JOAG calls
7. Agenda item for next meeting-language for mentoring letter and not receiving one.
8. Networking Survey/Report-idea to increase response rate- link to a certificate officers can download.
9. Next meeting April 11th at 10am
10. Accomplishments since the last PHPAG General Membership meeting call
 - Met with previous Chair, CDR Joy Matthias, to turn over Chair duties
 - Updated the weekly PHPAG announcement to include new Chair as the POC of Peer-to-Peer Networking Program
 - Selected Co-chair-LT Tanya Grandison and have a total of 6 volunteers on this year's committee
 - Status of the Peer-to-Peer networking Program
 - 44 officers have been matched [CDR (6), LCDR (18), LT (20)]
 - 20 officers awaiting to be matched [CDR (3), LCDR (10), LT (6), LTJG (1)]
 - Two applications received in December 2013
 - Three applications received in January 2014
 - The results of the 2013 Peer-to-Peer Networking Evaluation survey are complete. Results are compiled in report format
 - Forwarded result of 2013 Networking Evaluation report to the current PHPAG chair and previous PHPAG chair

Public Health Track Committee Reports

Epidemiology (EpiC)

Reported by: LCDR Jonathan Kwan

1. New/Ongoing items: EpiC is working to develop a brown bag on disaster epidemiology for Spring/Summer 2014. EpiC is discussing possibly creating a template or formal process to capture and share upcoming events and activities (i.e., conferences, trainings, webinars, etc.) that may be of interest to PHPAG member Officers. Once this is developed we anticipate working with PHPAG leadership and the Communications Committee on ways to best disseminate this information to Officers.
2. Accomplishments: At the request of the USPHS Epidemiology Interest Group (EIG), 9 EpiC members volunteered to review scientific abstracts for the Epidemiology Session at the USPHS Scientific and Training Symposium sponsored by the EIG. EpiC has assigned co-liaison positions to all epi relevant PAGs and PACs. These Officers will act as back up should the liaison not be able to attend or report at the respective meetings.

Generalist

Reported by: LCDR Elizabeth Garza

1. New or ongoing items that the committee is working on:
 - Planning a Brownbag for April on "Clinical to Administrative: How to Make that Career Transition", working to set a date with RADM Clara Cobb (Regional Health Administrator for Region IV in the nurse category)
 - Working with the Healthcare Administrator's Professional Advisory Group to plan a joint Brownbag for July/August on "Success Stories: Project Officer Lessons Learned"
2. Progress since last meeting:
 - Two roundtable presentations have been approved for the HSO Category Day
 - CAPTs Austin & Schmoyer: "Scoring that first international assignment: how two HSOs did it"
 - LT Rose-Wood: "An Introduction to the Global Health Work of HHS"
 - Draft article developed on *Deployment Opportunities for 'Generalists'* based on highlights from the Brownbag held in November 2013, plan to submit to COA's Frontline for publication
 - Nomination of group member, CDR Benke, for PHPAG Excellence in Leadership Award
 - The next meeting is Wednesday, March 19th from 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

Global Health

Reported by: LCDR Elizabeth Garza

1. New or ongoing items that the committee is working on:
 - Establishing a mission, goals & objectives one-page document
 - Establishing a Google docs group with intention of sharing/posting files for GHT members
 - Updating an existing document that lists global health opportunities for PHS HSO officers
 - Hope to hold series of brownbags or panels on potential global health career opportunities
2. Progress since last meeting:
 - Developed list of items we hope to accomplish this year
 - Created NIH listserv for the GHT to more easily communicate with members
 - Nominated group member CDR Maria Benke for PHPAG Excellence in Leadership Award

Health Promotion/Health Education (HPHE)

LCDR Margaret Whittaker-Caulk reported

1. Guest Speaker on Effective Health Promotion Strategies for Differing Age Groups (March 21)
2. Guest Speaker on Surgeon General's Smoking Cessation Report (April 18) will be announcing to the PAG and PAC
3. Working on establishing a web presence, policy for documents, and roster to our web page, establishing a secretary, submitted two nominations for Excellence in Public Health Award.
4. Continue our presence at OBC Open Houses (including April 11)

New Business

PHPAG Committees

CDR Christye Brown has fielded several suggestions to review the PHPAG Committees scope of what they do and how officers can join. She has updated the PHPAG document from prior years with committee missions, chairs, co-chairs, what they do and when they meet. Voting members and chairs will receive this updated document to review/edit and update. This document will be used at the Officer Basic Training course and as a general resource. The Communications/Membership Committees have included in their plan for the year to learn more about PAG presentations.

Calendar

The PHPAG joint calendar listing all the committee events is ready to be distributed for review and updates. The calendar will provide opportunities for collaboration and the HSPAC Communication Committee has also requested this information.

USPHS Scientific and Training Symposium

CDR Ross and the Membership Committee are working together to coordinate the PHPAG meet and greet (social event). They have explored several places for small events like the Bolt Bistro Bar which is two blocks from the convention center. It has a private dining room, lounge, and patio with either a happy hour menu for <\$10.00 and item or a full dinner menu. We are considering Wednesday June 11th and will communicate via email to solidify the time/date of the event.

Open Forum

USPHS Scientific and Training Symposium

- LT Pieters volunteered to help with the PHPAG social event.
- CDR Brown stated that a flyer and announcement advertising the PHPAG social event will be developed and distributed.
- CDR Brown reported there is a social event cosponsored by the PACs, Wednesday June 11th from 8:00 PM to Midnight. Advanced PHPAG attendance confirmation is required due to a fee associated with attending the event.

Coin

LCDR Oatman Antoine reported she has received correspondence from the company she purchased the coins from stating she should have the coin in hand by March 28th.

Meeting Adjourned: CDR Brown adjourned meeting at 1349 EDT

PHPAG Retention Survey Report, 2013

The PHPAG Membership Committee's 2013 Retention Survey received 47 responses.

Question 1. What is your current rank?

Out of the 47 respondents, 20 (42.55%) were LCDR, 14 (29.79%) were LT, and 11 (23.40%) were CDR. Additionally, one (2.13%) each LT and CAPT responded.

Question 2. What agency do you work for?

Eighteen (38%) of the 47 respondents are currently working with the CDC. Six (13%) work with the FDA. The remainder break down as follows:

- IHS - Four (8.5%)
- BOP and HRSA - Three (6.4%) each
- DOI, CMS, NPS – Two (4.3%) each
- NIH, USDA, AHRQ, SAMHSA, ATSDR, EPA, HSO(?) – One (2.1%) each

Question 3. In what state are you located?

Of the 47 respondents, 15 (32%) are in Georgia, Ten (21%) are in Maryland, five (11%) are in the District of Columbia, and four (8.5%) are in California. There is one (2.1%) each in the following states: Alabama, Alaska, Arizona, Hawaii, Indiana, Kansas, Kentucky, Nevada, New York, North Carolina, Oregon, and South Carolina.

Question 4. With what Public Health specialty track do you align yourself?

All 47 respondents answered this question. Twenty (42.55%) are aligned with the Generalist of Public Health track. Twelve (25.53%) respondents align with each of the Epidemiology and the Health Promotion and Education tracks. Five (10.64%) align with each of the Global Health and the Policy tracks. Comments included:

- Also interested in the policy track, but haven't ever called in to their meetings
- I work in Environmental health, but spend a great deal of time educating on Public Health issues.
- Work in a surgical environment currently, but am finishing my MPH with grad certificate in global health.
- Behavioral and Social Science
- Prevention Science
- Project management
- Public Health Administration
- Environmental and Occupational Health

Question 5. What aspects of the PHPAG have you found beneficial to your career?

All 47 respondents answered. Twenty-nine (61.70%) indicated that Opportunity for Growth and Leadership were beneficial, while 26 (55.32%) chose Informational Brown Bag Calls and Webinars. Nineteen (40.43%) chose Resources and 13 (27.66%) chose Coaching. Three (6.38%) chose N/A and five (10.64%) chose Other. Other responses included:

- Think we could do a networking type program similar to HAPAG to know more about each other and our makeup
- Just learned about this.
- Working with others. Leadership.
- New to PHPAG. Too early to provide feedback on this.

Question 6. If this is your first year in the PHPAG, how did you hear about it?

- All 47 respondents answered this question. Twenty-four (51.06%) respondents indicated that they have been a member for more than one year. Six (12.77%) heard about the PHPAG from a fellow officer and another six (12.77%) indicated the HSO Newsletter/Website as their source. Additionally, two respondents (4.26%) heard from a co-worker and two (4.26%) heard from the PHPAG website. Five other responses

(10.64%) indicated that this was not their first year in the PHPAG. These five should be combined with the “member for more than one year” responses, bringing that group to 29 responses (61.7%).

Question 7. Would you recommend the PHPAG to other officers? If no, please explain why.

All 47 respondents indicated that they would recommend the PHPAG to other officers.

Question 8. Are there any needs/topics/concerns regarding the PHPAG that were not addressed in this survey? Please be clear and concise in your response.

Of the 47 respondents, 37 (82.22%) indicated N/A and eight (17.78%) indicated Yes. The comments included:

- would be nice to ask officers what topics or activities they'd like to hear more about/see more of from the PHPAG, whether it's selecting from a drop down menu or just free text
- Professional Development opportunities (networking, jobs, training)
- Would like to hear about more options/classes/educational activities/symposiums colleagues find useful
- New Junior Officers buddy system would be very beneficial.
- It did not gather information for ideas and needs for future programming.
- The time frame of the meetings. If the meetings were scheduled during the morning time frame it would make it easier to attend the meeting.
- Additional ways to reach new and existing officers